



## INSTRUCTIONS FOR REGULAR AND TEMPORARY WORK PERMIT

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. An application for a work permit (CGCC 021 (Rev 10-02)) shall be made to the California Gambling Control Commission (Commission) when the local licensing authority does not have a work permit process in place, or where a work permit is not required by the local licensing authority of a city, county, or city and county.

All individuals applying for a regular work permit must complete and submit the following:

1. Parts I and III & IV of the Regular and Temporary Work Permit Application (CGCC 021 (Rev 10-02)).
2. Work Permit Questionnaire (DGC-LIC.049 (Rev.09-00)).
3. Authorization to Release Information (DGC-LIC.072 Rev 2-00)).
4. A 2X2 inch, passport-style color photograph taken within the last 30 days.
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you have been naturalized, provide a legible photocopy of your Certificate of Naturalization.
7. If you are a resident alien, provide a legible photocopy (front and back) of your resident alien card.
8. A non-refundable \$75.00 application fee. Checks should be made payable to the **California Gambling Control Commission**. This application fee is in addition to the fee paid to the Live Scan provider for processing your fingerprints.
9. Fingerprints must be submitted via Live Scan as follows:  
Take the Request for Live Scan Service (BCII 8016) form to a live scan provider, whereupon fingerprints will be processed via Live Scan. **Applicants must pay for the cost associated with processing and transmitting of his/her fingerprints via Live Scan directly to the agency providing the Live Scan Service.** Call the Live Scan facility to determine if an appointment for fingerprinting is required and the preferred method of payment (e.g. cash, cashier's check, etc.). After the fingerprints have been taken, return the **second** copy of the Request for Live Scan Service form with the work permit application package to the Commission.

In addition to the above requirements, all individuals wishing to be considered for the issuance of a temporary work permit must complete and submit the following:

1. Part II of the Regular and Temporary Work Permit Application.
2. A second 2X2 inch, passport-style color photograph taken within the last 30 days.
3. A non-refundable \$25.00 application fee made payable to the **California Gambling Control Commission**. This fee is in addition to the above noted non-refundable application fee for the regular work permit. The total fee due for a temporary work permit is \$100.00.

**If the applicant does not submit all of the required documents for a temporary or regular work permit, the application is considered incomplete and will be returned to the applicant within 5 days of its receipt. In a cover letter, the Commission will state why the application is incomplete and what documents or information will be required if the application is resubmitted. The application will not be referred to the Division for investigation until it is complete and includes all of the required information as stated above.**